

MEETING MINUTES

Approved by the Committee on September 17, 2025

Who: Kentucky Council on Postsecondary Education
Type: Healthcare Workforce Investment Fund (HWIF) Steering Committee
Date: May 21, 2025
Time: 1 p.m. EST
Location: CPE Offices, 100 Airport Road, Frankfort - Boardroom

CALL TO ORDER

The Healthcare Workforce Investment Fund Steering Committee met May 21, 2025, at 1:00 p.m. ET. The meeting occurred at the CPE offices in Frankfort. Committee member Michael Muscarella presided.

ATTENDANCE

Members who attended: Mason Dyer, Tim Gaillard, JP Hamm, Donovan Layne, Cliff Maesaka, Michael Muscarella, Vestena Robbins, Ladonna Rogers, Beth Shafer, Michael Yoder

HWIF PARTNERSHIP PROPOSAL AWARDS

Ms. Michaela Mineer, CPE Program Manager for Healthcare Workforce Initiatives, started the conversation with an overview of the tabulated scores, match requests, and funds available. In total there were 29 partnership proposals submitted. The committee discussed and unanimously agreed that each proposal aligned with the legislative intent and should be awarded funds. A motion was made by Michael Muscarella to recommend that CPE funds the 29 partnership proposals. The motion was seconded and was carried.

DISCUSSION: RECOMMENDATIONS FOR IMPROVEMENTS

Mr. Muscarella led a discussion in which the committee agreed that the proposal review period was more efficient and more manageable this time after implementing a small group review structure. Future HWIF partnership proposal rounds present an opportunity to strengthen both partner applicant preparation and program alignment. A training toolkit or applicant webinar could help address recurring proposal gaps, particularly in areas such as onboarding plans and clarity around student service terms upon graduation. Ms. Mineer will be working on this requested toolkit over the summer.

REMAINING HWIF FUNDS FOR YEAR 2

Ms. Mineer shared that CPE is going to meet with healthcare employers over the summer to gauge interest in donating to the HWIF incentive fund pool, activating the incentive fund dollar-to-dollar match awards. If an entity does not come forward, CPE will move forward with a fourth round of partnership proposal awards with the remaining \$700,000 in the fund.

ADJOURNMENT

The meeting adjourned the meeting at 2:40 pm ET.